

ANNUAL FORMS/INFORMATION/DEADLINES

State Library Phone: 800-325-0131
Dial Zero to bypass extension list

Deadline Date:	Item:	Information and/or Form Found At:	Consultant:
Annually, when current form expires			
Check list for your library's date	E-verify Certification-List of expiration dates	http://agencyinfo.intra.state.mo.us/agencyinfo.shtm	Required by Missouri Office of Admin.
Form to complete and fax January	Affidavit of Work Authorization Form	oa.mo.gov/purch/agencyinfo/285affidavit.pdf	Required by Missouri State Purchasing
	LSTA Short Term Grants Deadline to File	http://www.sos.mo.gov/library/development/grants.asp	LSTA Grants Officer/Debbie Musselman
February			
2/1	Summer Reading voucher use deadline	Included in manual mailing, call for duplicate	Youth Services/Naphtali Faris
2/28	Equalization Use of Funds Report	(Only applies to qualifying libraries)	Administration & Mgt/Brenda Allee-Bates
March			
3/12-15 See site for exact deadline	LSTA Long Term Grants Deadline to File	http://www.sos.mo.gov/library/development/grants.asp	LSTA Grants Officer/Debbie Musselman
April			
4/10	Technology Plan/Update Form	http://www.sos.mo.gov/library/development/schedule_due.asp	Technology and Electronic Services/ Jean Morrison
4/10	Content Filtering Compliance	http://www.sos.mo.gov/library/development/schedule_due.asp	Administration & Mgt/Brenda Allee-Bates
4/10	Completed NEW Technology Plan IF needed. Must be done every third year. Check your files for the last approval letter from the State Library.	http://www.sos.mo.gov/library/certifications/tech_planning.asp	Technology and Electronic Services/ Jean Morrison
May			
5/15	Verification of Receipt for SRP voucher use	Included in manual mailing, call for duplicate	Youth Services/Naphtali Faris
June			
6/30	State Aid Certification	http://www.sos.mo.gov/library/development/schedule_due.asp	Administration & Mgt/Brenda Allee-Bates
6/30	List of Trustees	http://www.sos.mo.gov/library/development/schedule_due.asp	Administration & Mgt/Brenda Allee-Bates
July			
7/12-15 See site for exact deadline	Short Term LSTA Grants Deadline to File	http://www.sos.mo.gov/library/development/grants.asp	LSTA Grants Officer/Debbie Musselman
August			
September			
9/15	Summer Reading Evaluation	http://www.sos.mo.gov/library/development/srpsurvey/	Youth Services/Naphtali Faris
October			
10/31	Public Library Funding & Technology Access Survey	(required for Gates OOHG libraries in 2009, 2010, 2011)	Statistical Research Analyst/Katina Jones
November			
11/12-15 See site for exact deadline	Summer Library Program	http://www.sos.mo.gov/library/development/grants.asp	LSTA Grants Officer/Debbie Musselman
December			
Mid-December	MOREnet deadline Form 479 and Letter of Agency	http://www.more.net/services/e-rate/loa.html	Chris Schneider, MOREnet
12/31	Public Library Survey (annual statistical report)	http://www.sos.mo.gov/library/development/schedule_due.asp	Statistical Research Analyst/Katina Jones

The Missouri State Library provides workshops and other training opportunities for library staff throughout the year. Please visit the MOSL Continuing Education Calendar for a complete listing of upcoming events: <http://host6.evanced.info/missouri/evanced/eventcalendar.asp>